

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: August 2, 2017 Closing Date: August 10, 2017

PARALEGAL
Criminal Division
Sussex County

This is a Casual/Seasonal position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience.

Job Responsibilities and Duties:

Incumbent provides paralegal support to Deputy Attorneys General in the Criminal Division in Sussex County. Incumbent's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and is responsible for various paralegal duties in preparation of cases for trial, including victim/witness contact, obtaining reports and other information requested from police agencies, gathering and tracking statistical information for preparation of cases.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE